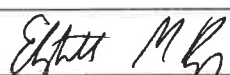


Department of Early Learning

Policy Title:	10.4.1 Unlicensed Care		
Procedure:	Attached		
References:	RCW 43.215.300, RCW 43.215.370 new chapter to 43.215		
Applies To:	Licensing Staff	Contact:	Licensing Oversight Division
Effective Date:	7/22/11	Review Date:	7/22/12
Reviewed:	<input checked="" type="checkbox"/> ASAMs <input checked="" type="checkbox"/> SAMs <input checked="" type="checkbox"/> AD		
Other Review (list)			
Director Approval:			

DEL is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with WA state regulations. The term “child care facility” is used to indicate licensed family child care homes, child care centers and school-age child care programs.

Purpose

Clarify and standardize the process for regulating unlicensed care. This policy is intended to provide direction to licensing staff for the purpose of determining an agency’s need to be licensed. Expectations of DEL personnel are clarified in this policy and its accompanying procedure.

Policy

Licensing staff will adhere to all components of the attached Unlicensed Care Procedure. In addition, all staff are expected to:

- I. Professionally, accurately and in a timely manner, investigate all unlicensed care complaints received from Children’s Administration (CA) Intake.
- II. Respectfully communicate with the child care facility staff and provide accurate information about licensing and exemption regulations.
- III. Adequately monitor the facility to ensure compliance with licensing regulations, if licensing is required.
- IV. Take necessary adverse licensing action to ensure the health and safety of children.

Attachments:

10.4.1 Unlicensed Care Procedure
 10.10.4 Inquiry to Potentially Unlicensed Provider
 10.10.19 Declaration of Exemption Form
 10.9.1.30 Letter to Law Enforcement
 10.10.16 Notice of Imposition of Civil Penalties for Unlicensed Child Care